

Due Date Organization	
Objective	Students will use Remember the Milk to organize the due dates for their paper. They will complete each section of the writing process and turn it in for a grade. Using Rememberthemilk.com, students will turn in each step on time.
Learning Environment	The students will work in groups at a lab computer. They will use Remember the Milk on the internet.
Types of Students	The students will be in elementary school.
Standards	WRITING (The writing process includes prewriting, drafting, editing, and revising. Students progress through these stages to write clear, coherent, and focused paragraphs and essays.): 4.1
Materials	Lab computer with internet access, Remember the Milk, group members, and paper and pencil.
Procedures	<ol style="list-style-type: none"> 1. Teacher will sign each student up for an account on Remember the Milk. Then, go through and introduce the program to the students. 2. Explain that they will be learning about the writing process. Each day, a new step will be due. Explain that they can use Remember the Milk to organize due dates. 3. Explain when each step is due. For example, picking a topic is due Monday, outline is due Tuesday, introduction paragraph is due Thursday, etc. Then, have the students add their due dates to their Remember the Milk task list. 4. Take time each day to discuss each step of the assignment and allow students time to work on it, either on the computer or using paper.
Application	After learning how to use Remember the Milk, the students will use the program to organize and list the due dates of their writing assignment.
Evaluation	<p>Students will turn in a copy of their due date list. They will also turn in the work they did for each step. This grade will be separate from their grade for the paper.</p> <p>Total = 30 points</p>